



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

| | | | | | |
|--|----------------|---|------------------------------------|---|--------------------|
| 1. Application Date November 30, 1972 | | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | | FOR RECORDS MANAGEMENT DIVISION USE Date Received: DEC 1 1972 Application No.: 468 Date Completed: DEC 28 1972 | |
| 2. Agency Application No. 77 | | 3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Consumer Protection - Weights and Measures 19 Hunter St. S.W. Atlanta, Georgia 30334 | | 4. Person to Contact George Seaton <i>R.L.W.</i> | |
| | | 5. Working Title Director | | 6. Tel. No. 656-3627 | |
| 7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; <input type="checkbox"/> RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; <input type="checkbox"/> NO FURTHER ACCUMULATION ANTICIPATED. | | | | | |
| 8. Earliest & Latest Dates of Series 1971 to Date | | 9. Exact Series Title L.P. Gas Meter Tolerance Test Reports Files | | | |
| 10. What is the function of the office in which this record series is created? <p>This Unit administers the Weights and Measures Act, providing for the licensing of Certified Public Weights and Licensing of Certificate Scale Mechanics, and for requiring Certified Bonds for Certified Public Weighters and Certified Scale Mechanics. It receives applications for the license for Public Weighters and/or Scale Mechanics, and issues license when qualified; receives fees from licensees; recommends revocation of license for causes; calibrates weights used by Certified Scale Mechanics; check for accuracy of scales, milk tank calibration, and liquified petroleum metering devices; collects samples for checking on standards relating to advertized standards on volume, length and mass, performs laboratory investigations on volume, length, mass, and quality.</p> | | | | | |
| 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). <p>Documents relating to L.P. Gas Meter Tolerance Testing. Documents are: L.P. Gas Meter Test Report Form - AG 60-055-093 L.P. Gas Meter Condemned Notice - AG 60-053-073</p> <p>Files are arranged alphabetically by Counties.</p> | | | | | |
| ATTACH SAMPLES OF THE FILE | | | | | |
| 12. | | | | | |
| EQUIPMENT OCCUPIED | No. of Drawers | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION | No. of Drawers | Cu. Ft. of Records |
| Letter-size File Drawers | 1 | 1.5 | | 1/4 | 5 |
| Legal-size File Drawers | | | Floor Space Occupied (Square Feet) | In Office(s) | In Storage Area(s) |
| | | | | | |
| | | | | This Year's | Last Year's |
| | | | | Preceding Year's | All Prior Years |
| | | | AVERAGE DAILY REFERENCES | 1 | |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ ☒
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ _____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

| | | | |
|--|--|---------------------------|----------|
| Records Management Officer (Signature) <i>[Signature]</i> | Date 11-30-72 | OTHER REQUIRED SIGNATURES | DATE |
| 26. Recommendations in paragraph 25 are: | Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>Ellis D. Sikes</i> | 11-30-72 |
| | State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>William M. Dixon</i> | 12-27-72 |
| | Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>Carroll West</i> | 12-21-72 |
| | Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | <i>R. B. Whell</i> | 12-27-72 |

STATE RECORDS
COMMITTEE